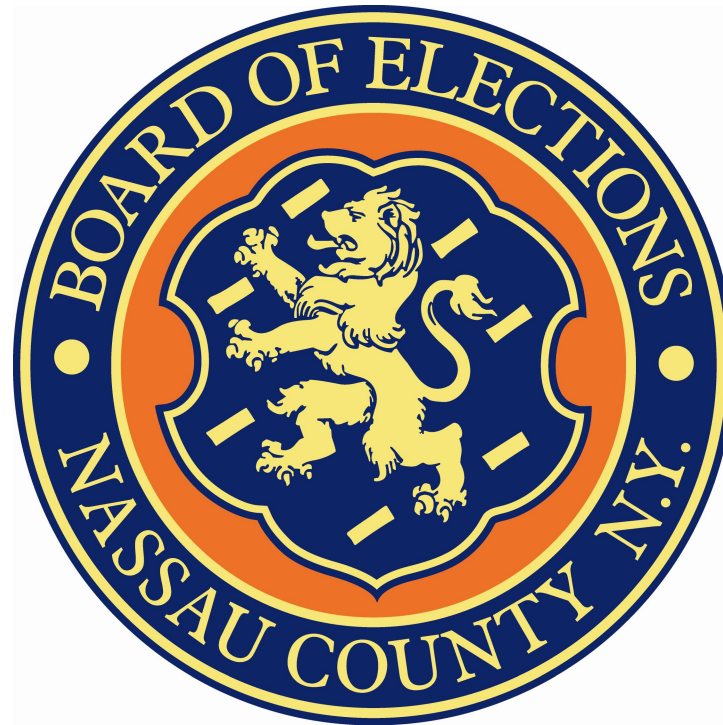


ELECTION DAY



CLOSING HANDBOOK

Closing the DS200

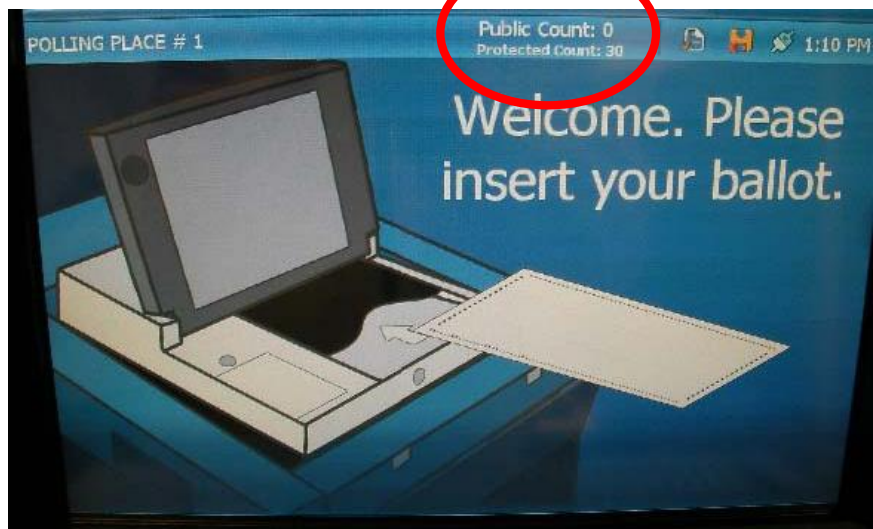


AFTER THE LAST VOTER
LEAVES THE BUILDING,

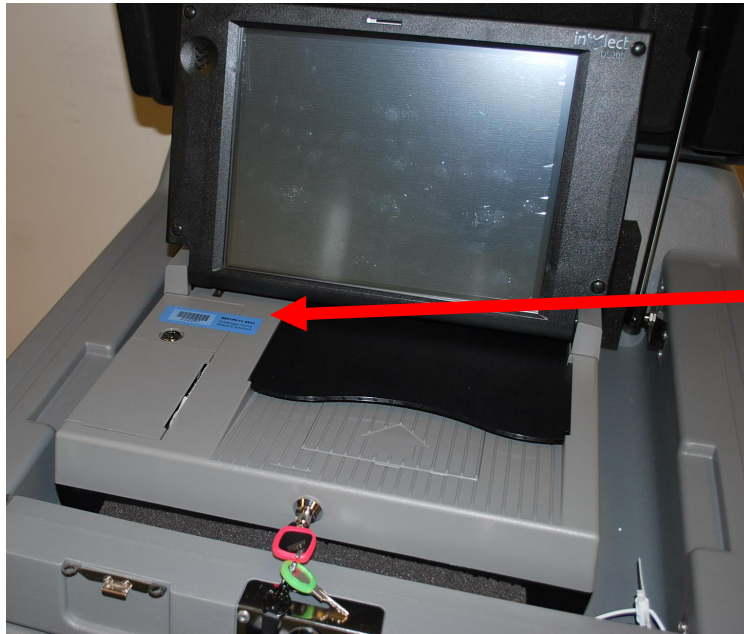
**If there are any
ballots in the
Emergency bin**

*A bipartisan team will remove
the strap seal & unlock
Emergency bin & scan the
ballots.*

*If any ballot is under voted or
over voted, place in the **Green**
Unscanned Security Bag*



Record the Public &
Protective Counter
numbers on the
Return of Canvass

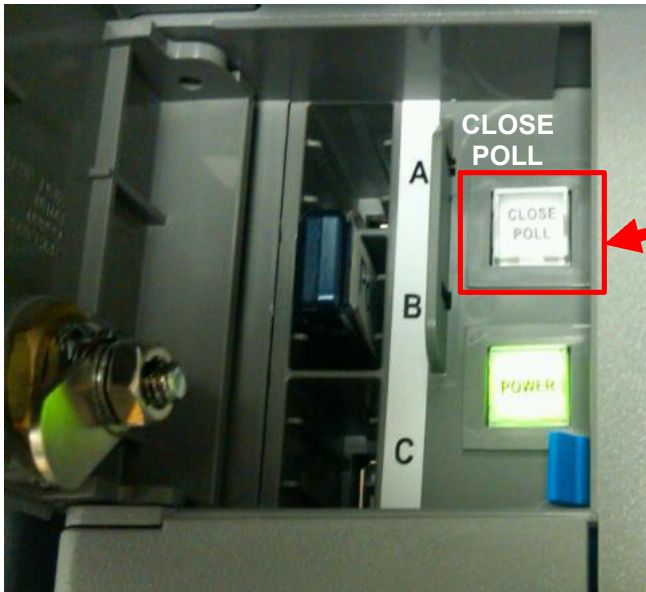


Remove the sticker seal from the access door by the printer.

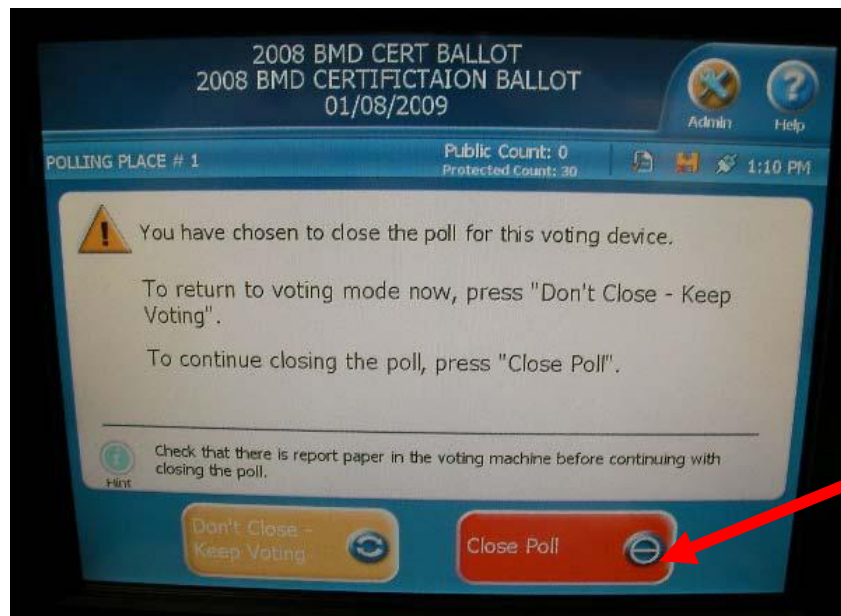
*Place used seal in **Red** Data Bag*



Using the barrel key,
open the door



Press the CLOSE
POLL button only



Screen prompts you
to 'Close Poll.'



2-Results tapes will
print

*Be patient. This may take a few
minutes as the DS200 tabulates
the results*

```

*** BALLOT STATUS ACCOUNTING REPORT ***
9:52 AM September 17, 2010
Unit Serial Number: 0209360988

Acceptance Test Landscape
Acceptance Test Landscape
123 Building 3
Election Date: May 15, 2009
Poll Opened Date: September 17, 2010
Poll Opened Time: 9:47 AM
Poll Closed Date: September 17, 2010
Poll Closed Time: 9:51 AM
Public Count: 8

Poll Voting Report

Master Accounting:
Total Blank: 0
Total Overvote: 2
Total Undervote: 4
Total Ballots: 8

Ballots for Code 00001-01-01 8

123 Building 3
Unit Serial Number: 0209360988

*** END OF REPORT ***

```

The Results Tape lists:

❖ Opening & Closing time of Poll

❖ Public Count – record on Return of Canvass – *verify with count on screen*



❖ Total Number of Ballots cast record on Return of Canvass

JUSTICE OF THE SUPREME COURT Number to Vote For	6
DEM JOHN JJ SULLIVAN	1
DEM JEROME B. MATTHEWS	1
DEM NEAL P. O'DONNELL	2
DEM F. DANA PIERSON	1
DEM MILTON BOOKER	2
DEM MICHAEL J. CASTLE	2
REP W. BROMLEY SQUIRE	3
REP ROBERT W. MURRAY	5
REP GERALD TILLMAN	5
REP SANDRA J. EDWARDS	5
REP GEOFFREY J. CUMMINGS	5
REP JOSEPH A. ALBRIGHT	3
CON W. BROMLEY SQUIRE	3
CON ROBERT W. MURRAY	0
CON GERALD TILLMAN	0
CON SANDRA J. EDWARDS	1
CON GEOFFREY J. CUMMINGS	0
CON JOSEPH A. ALBRIGHT	1
IND W. BROMLEY SQUIRE	0
IND THOMAS J. TOOLEY	0
IND GERALD TILLMAN	1
LIB W. BROMLEY SQUIRE	0
LIB JEROME B. MATTHEWS	0
LIB NEAL P. O'DONNELL	0
LIB F. DANA PIERSON	0
LIB MILTON BOOKER	0
LIB MICHAEL J. CASTLE	0
Write-in	0
Write-in	0
Write-in	0
Write-in	0
Write-in	0
Write-in	0
COUNTY COURT JUDGE Number to Vote For	1
DEM STEPHEN A. DAVIDSON	2
REP ALFRED C. CRAWFORD	5
CON ALFRED C. CRAWFORD	1
RTL STEPHEN A. DAVIDSON	0
Write-in	0
DISTRICT ATTORNEY Number to Vote For	1
DEM PATRICK KEVIN HAMMOND	4
REP JAMES A. TOMPKINS	3
CON JAMES A. TOMPKINS	0
IND ROBERT W. RUSSMAN	0
RTL PATRICK KEVIN HAMMOND	0
Write-in	1
COUNTY LEGISLATOR Number to Vote For	1

(Results Tape con't)

❖ Offices and Candidate
Results,
which is to be read aloud

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0) WHEN
THE POLLS OPENED AND THAT THE ELECTION
WAS HELD IN ACCORDANCE WITH THE LAWS OF
THE STATE.

Election Inspector

Election Inspector

Election Inspector

Election Inspector

123 Building 3

Unit Serial Number: 0209360988

*** END OF REPORT ***

(Results Tape con't)

- ❖ **Signature lines for all
Inspectors of ED to sign**
- ❖ **Place in Red Data Bag**



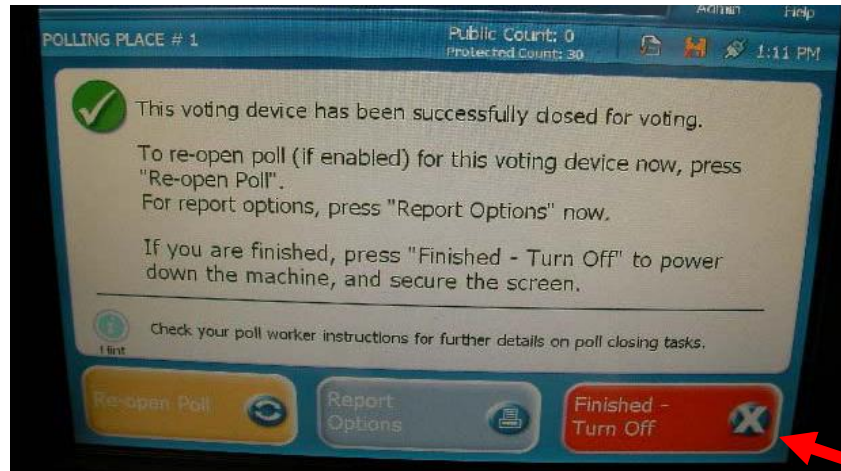
Read off Results

*After reading (and signing),
place in the **Red** Data Bag*



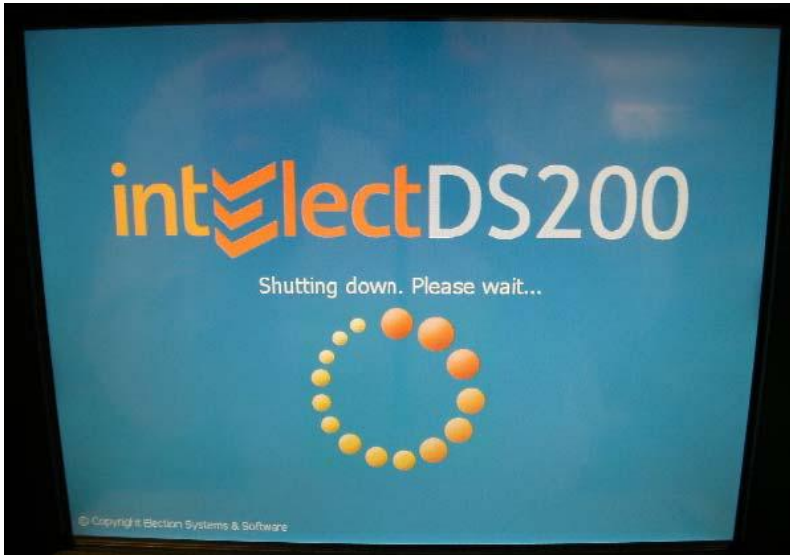
Affix second tape to
wall or table

*Before leaving polling
location, remove and place in
Important Supplies Envelope*



DS200 displays the following message:

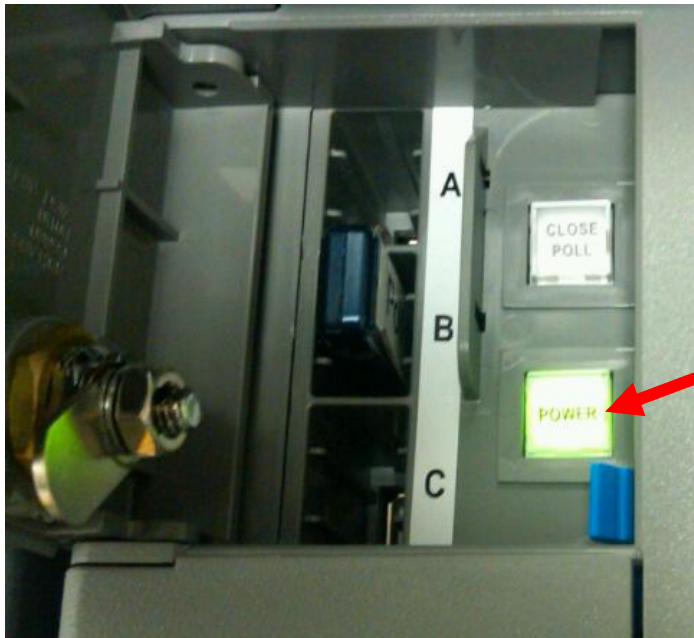
Select 'Finished – Turn Off'



DS200 powers
down

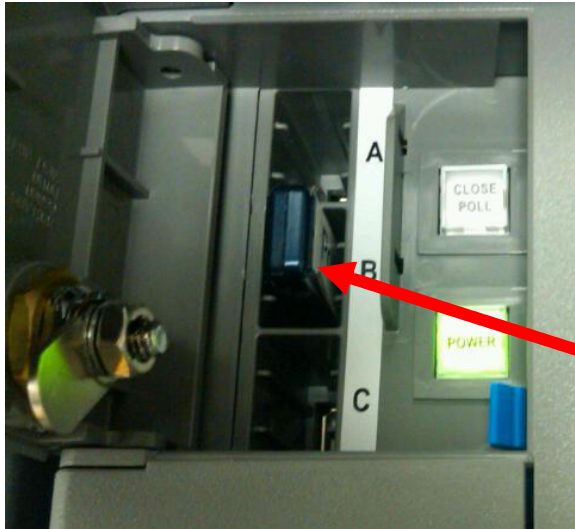


Wait till the screen
turns black



Wait until the
Power Light
goes off.

**DO NOT PRESS
THE POWER
BUTTON!**



Bipartisan team
removes the USB
Flash Drive *after*
Power Light goes
off

*USB Flash Drive is NEVER
removed during the day.
It is removed ONLY at closing.*



Place USB Flash
Drive in inside
pocket of
Red Data Bag



Close and lock
compartment with
barrel key.

Remove a sticker
seal from **Red** Data
Bag



Record and Seal the Compartment

*Record number on
Return of Canvass
Seals Verification Report*



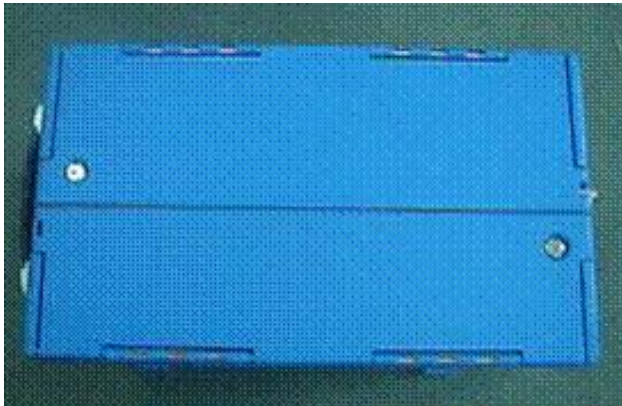
Bipartisan team
breaks ballot door
strap seal.

*Place used seal in **Red** Data
Bag*



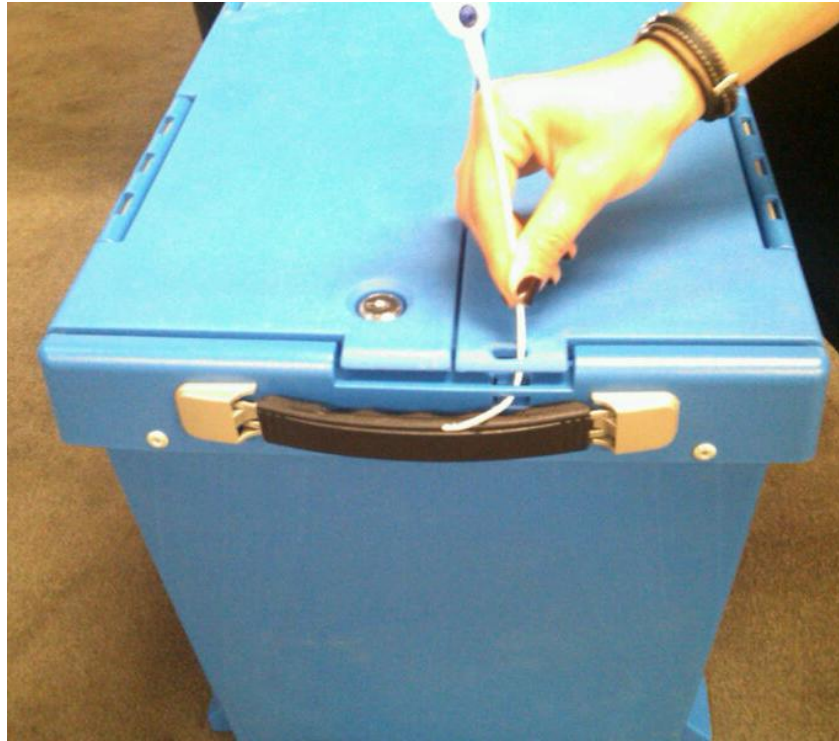
Using silver key,
unlock the Ballot
Compartment

Lower Blue Bin
door flaps &
remove Tote Bin



❖ Place the unused Ballot Pads and Ballot Pad stubs inside the Blue Tote Bin

❖ Lock doors on Blue Tote bin using the silver key



Remove a strap seal
from the **Red** Data Bag
and put it through the
Blue Bin hinges

*Record number on
Return of Canvass
Seals Verification Report*



Place Blue Tote bin
back inside the
Ballot Compartment
of the DS200

Place Extension
Cord and Privacy
panels on top of bin



Lock & Seal Ballot
Compartment Door

Take strap seal
from **Red** Data Bag

*Record number on
Return of Canvass
Seals Verification Report*



Gently lower the
monitor of the
DS200



Using the Barrel
key,
lock the DS200
monitor
in place



Remove the privacy panels
and lower the lid on the
DS200.
Clasp it down.

Take a strap seal from **Red**
Data Bag and place
through clasp opening

*Record number on
Return of Canvass
Seals Verification Report*



Using the silver
key, lock the front
lid of the DS200

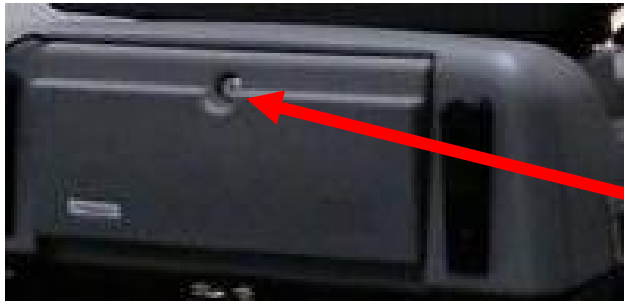


Unlock wheels and turn the DS200 around. Using silver key, unlock the back door compartment.

Remove the plug from the electrical outlet.



Wrap cord neatly,
using the Velcro
that's attached to
the cord and place
back in the
compartment.



Using the silver
key, lock the back
compartment door

*The DS200 is now ready
for transport*



Take the keys
(silver key and
barrel key) and
place inside the
Red Data Bag



COUNTY OF NASSAU

RETURN OF CANVASS



PRIMARY ELECTION SEPTEMBER 14, 2010

TOWN or CITY _____ POLL LOCATION _____
ASSEMBLY DISTRICT _____
ELECTION DISTRICT _____

Opening of Polls:

Public Counter Number on DS200 Optical Scanner _____
Protective Counter Number _____
Number of Ballot Pads delivered _____ Number Sequence from 1 through _____

Closing of Polls: DO NOT REMOVE DATA STACK FROM SCANNER UNTIL ALL TAPES ARE RUN

Public Counter Number on DS200 Optical Scanner _____
Protective Counter Number _____


Number of voted and scanned Ballots _____ (including emergency)
Number of Spoiled Ballots _____ (if any -- if no new use "0")
Number of Affidavit Ballots _____ (if any -- if no new use "0")
Number of Un-scanned Ballots _____ (if any -- if no new use "0")
TOTAL NUMBER OF BALLOTS \neq _____ *
Number on last unvoted ballot stub _____ (if no Affidavit Ballots)

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANY OTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

Inspectors of Election Opening


Inspectors of Election at Closing

Complete the Return of Canvass Report



COUNTY OF NASSAU

RETURN OF CANVASS



PRIMARY ELECTION SEPTEMBER 14, 2010

TOWN or CITY _____ POLL LOCATION _____

ASSEMBLY DISTRICT _____

ELECTION DISTRICT _____

Opening of Polls:

Public Counter Number on DS200 Optical Scanner _____

Protective Counter Number _____

Number of Ballot Pads delivered _____ Number Sequence from 1 through _____

Closing of Polls: DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN

Public Counter Number on DS200 Optical Scanner _____

Protective Counter Number _____

Number of voted and scanned Ballots _____ (including emergency)

Number of Spoiled Ballots _____ (if any - if none write "0")

Number of Affidavit Ballots _____ (if any - if none write "0")

Number of Un-scanned Ballots _____ (if any - if none write "0")

TOTAL NUMBER OF BALLOTS _____

Number on list un-voted ballot stub _____ (if no Affidavit to Alaska)

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANY OTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

Inspectors of Election Opening

Inspectors of Election at Closing

Bipartisan Team
signs the Return of
Canvass Report





Remove 4 tab seals from the **Red** Data Bag

(one for each of the bags: Green, Orange, Blue & Red)

Record seal numbers on the Seals Verification Report

Seal Location	Nassau County Board Installed Seal Number	Opening Seal Number	Installed Daytime Replacement	Pull Closed Seal Number
BALLOT BOX & SCANNER				
Side Metal-Right (Do NOT Remove)				
Side Metal-Left (Do NOT Remove)				
Winged Access Door to Scanner (Strap Seal)				
Emergency Ballot Box Door	NONE	NONE		
Ballot Box Door (Strap Seal)				
STICKER SEALS				
USB/Printer Compartment				
USB/Data Stick Compartment		DO NOT OPEN UNTIL POLLS	NONE	
PERIPHERALS - TAB SEALS				
Red DATA Bag			NONE	
Blue SPOILED Ballot Bag			NONE	
Orange AFFIDAVIT Ballot Bag			NONE	
Green Unopened Ballot Bag			NONE	
Blue Ballot VOTE Bin (Strap Seal)			NONE	
Inspector Signatures - at least 2 signatures - one from each party representative.				
Signature	Print	Date	Signature	Print
Signature	Print	Date	Signature	Print





Taking the tab seal
place it through the
slot of each of the
Security bags as
shown.

COUNTY OF NASSAU
RETURN OF CANVASS

PRIMARY ELECTION SEPTEMBER 14, 2010

TOWN or CITY _____ POLL LOCATION _____

ASSEMBLY DISTRICT _____

ELECTION DISTRICT _____

Opening of Polls:

Public Counter Number on DS200 Optical Scanner _____

Protective Counter Number _____

Number of Ballot Pads delivered _____ Number Sequence from 1 through _____

Closing of Polls: DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES ARE RUN

Public Counter Number on DS200 Optical Scanner _____

Protective Counter Number _____

Number of voted and scanned Ballots _____ (if voting emergency)

Number of Spoiled Ballots _____ (if any of no reason "0")

Number of Absentee Ballots _____ (if any of no reason "0")

Number of Un-scanned Ballots _____ (if any of no reason "0")

TOTAL NUMBER OF BALLOTS _____

Number of Not-voted Ballot stub _____ (if any of no reason "0")

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT I SUBMIT THE SIGNATURE, EACH MACHINE LOCKED AND SEALED FOR MY OPERATOR, AND THAT NO INSPECTOR OR ANY OTHER PERSON TO DO THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

Inspector of Election Opening

Inspector of Election Closing



Once the **Return of Canvass** is complete place it inside **Red** Data Bag



Use the final tab seal to seal the **Red** Data bag by slipping the seal into the slot of the clasp by the zipper



Gather all the other supplies and place back in the suitcase



Suitcase and **Red**
Data Bag are to be
returned to the
police precinct.

***DO NOT put the Red Data
Bag inside the suitcase***

Thank you for a job well done!